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AUTHOR Schlenker, Richard M.
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ABSTRACT

This guide was developed as a "how to" training device for converting spreadsheet files into database files using AppleWorks version 2.0 on the Apple IIGS computer with two disk drives. Step-by-step instructions are provided for loading spreadsheet files, transferring spreadsheet files to the monitor, printing spreadsheet files, and using the data interchange format option to form a new database file. A diagram of the screen display is included for each procedure. (GL)

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CONVERTING SPREADSHEET FILES INTO DATA BASE FILES USING APPLEWORKS V2.0 AND THE APPLE IIGS COMPUTER

FIRST EDITION

U.S. DEPARTMENT OF EDUCATION
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By

Richard M. Schlenker
Department of Defense Dependent Schools
Pacific Region
Futenma Box 796
APO Seattle, WA 98772
November 1989

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INTRODUCTION

"Converting Spreadsheet Files To Data Base Files Using AppleWorks V2.0 And The Apple IIGS Computer" was developed for use as a "how to" training device. It can be used with Apple IIGS computers which have two disk drives. Its development was accomplished using one 3 1/2" and one 5 1/4" drive, 5 1/4" floppy disks, and the 2.0 Version of the AppleWorks program. The pictures one sees in the Figures of this document are those that will be seen when V2.0 of the AppleWorks program is used to merge spreadsheet files into word processor files. Generally, other versions of the AppleWorks program, as well as the smaller disk drives presently available on the market, may be used in conjunction with the document. If the document is to be used as it was intended at the time of development, users must have the following items available to them:

1. Apple IIGS computer.

2. Two disk drives.

3. A copy of the AppleWorks program.

4. One data disk upon which is stored, a word processor file and a spreadsheet file.

If this document is to be used as it was intended, users must know how to:

1. Turn on the computer.

2. Bring word processor and spreadsheet files from a data disk to the computer desktop.

After using this document, Apple IIGS computer operators should be able to use AppleWorks V2.0 to convert spreadsheet files into data base files. Additional guidance in this regard may be found in the AppleWorks program manual which accompanies the purchase of the program. Manuals are also available from many bookstores.

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DIRECTIONS

01. File Loading. Bring the spreadsheet file with which you wish to work to the desktop.

02. Transferring The Spreadsheet File To The Monitor.

a. Press the OPEN-APPLE and the "Q" (quick switch) keys at the same time (see Figure 1).

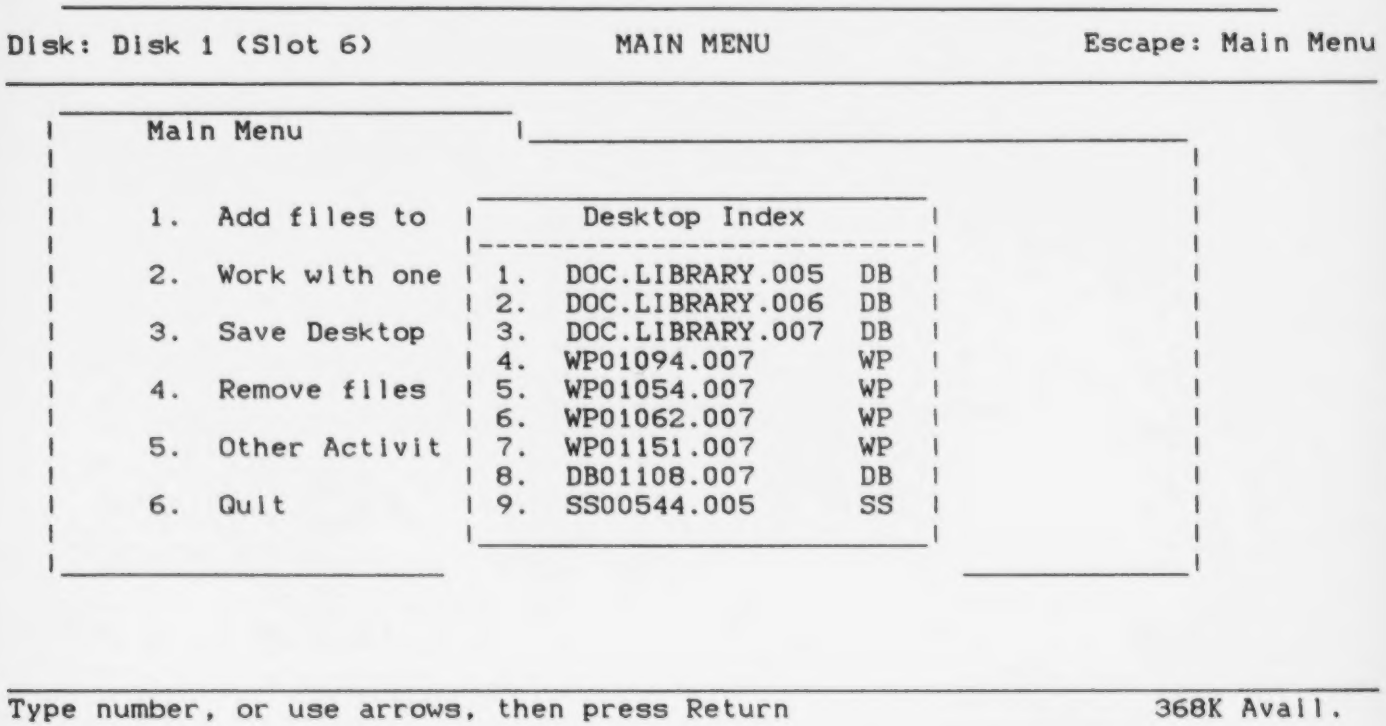

Figure 1. The Monitor Screen Showing The Quick Switch Function.

b. Using the DOWN-ARROW key if necessary, highlight the spreadsheet file.

c. Press the RETURN key once. Figure 2 shows an example of a spreadsheet file.

```
File: SS00544.005                REVIEW/ADD/CHANGE              Escape: Main Menu
================A=====================B=====================C================
  1|                                    TYPE OF EXPENSE          REEMBURSABLE
  2|         DATE/S          REASON FOR EXPENDITURE          AIR FARE
  3|88JUN02-88JUN18          USCG Trip to Marcus Isl                $314.00
  4|88JUN28-88AUG26          U. of CU Teachers Wkshp
  5|88JUN28
  6|88JUN29
  7|88JUN30
  8|88JUL02
  9|88JUL04
 10|88JUL05
 11|88JUL06
 12|88JUL08
 13|88JUL09
 14|88JUL10
 15|88JUL11
 16|88JUL12
 17|88JUL13
 18|88JUL14
--------------------------------------------------------------------------------
A1

Type entry or use @ commands                                        @-? for Help
```

Figure 2. The Monitor Screen Showing An Example Spreadsheet File.

03. Printing The Spreadsheet File.

a. Press the OPEN-APPLE and the "P" keys at the same time (see Figure 3).

```
File: SS00544.005                        PRINT          Escape: Review/Add/Change
==============A=====================B=====================C================
  1|                                  TYPE OF EXPENSE          REEMBURSABLE
  2|         DATE/S          REASON FOR EXPENDITURE        AIR FARE
  3|88JUN02-88JUN18          USCG Trip to Marcus Isl              $314.00
  4|88JUN28-88AUG26          U. of CU Teachers Wkshp
  5|88JUN28
  6|88JUN29
  7|88JUN30
  8|88JUL02
  9|88JUL04
 10|88JUL05
 11|88JUL06
 12|88JUL08
 13|88JUL09
 14|88JUL10
 15|88JUL11
 16|88JUL12
 17|88JUL13
 18|88JUL14
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A1

Print?  All  Rows  Columns  Block
```

Figure 3. The Monitor Screen After Selecting The Print Option.

b. Use the ARROW key if necessary to highlight the "All" option.

c. Press the RETURN key once. Your monitor screen should appear similar to the picture shown in Figure 4.

```
File: SS00544.005                    PRINT              Escape: Review/Add/Change
================================================================================

                The information that you identified
                is 368 characters wide.

                The Printer Options values allow
                80 characters per line.


                Where do you want to print the report?

                1.  NCR
                2.  ImageWriter II
                3.  EPSON
                4.  The clipboard (for the Word Processor)
                5.  A text (ASCII) file on disk
                6.  A DIF (TM) file on disk

--------------------------------------------------------------------------------

Type number, or use arrows, then press Return                      368K Avail.
```

Figure 4. The Monitor Screen After Selecting The "All" Option.

d. Use the DOWN-ARROW key and highlight the, "A DIF (TM) file on disk" option (DIF means Data Interchange Format).

e. Press the RETURN key once (examine Figure 5).

File: SS00544.005 PRINT Escape: Review/Add/Change

While the disk is running
you can use these keys:

Escape	to stop printing and return to Review/Add/Change
Space Bar	to pause to continue printing

DIF order? Rows Columns

Figure 5. The Monitor Screen After Selecting The Data Interchange Format Option.

f. Type the pathname for the DIF file. To do this, you must know the name given to your volume (disk name). The name can be found as follows:

(1) Press the ESC key twice and return to the main menu (see Figure 6).

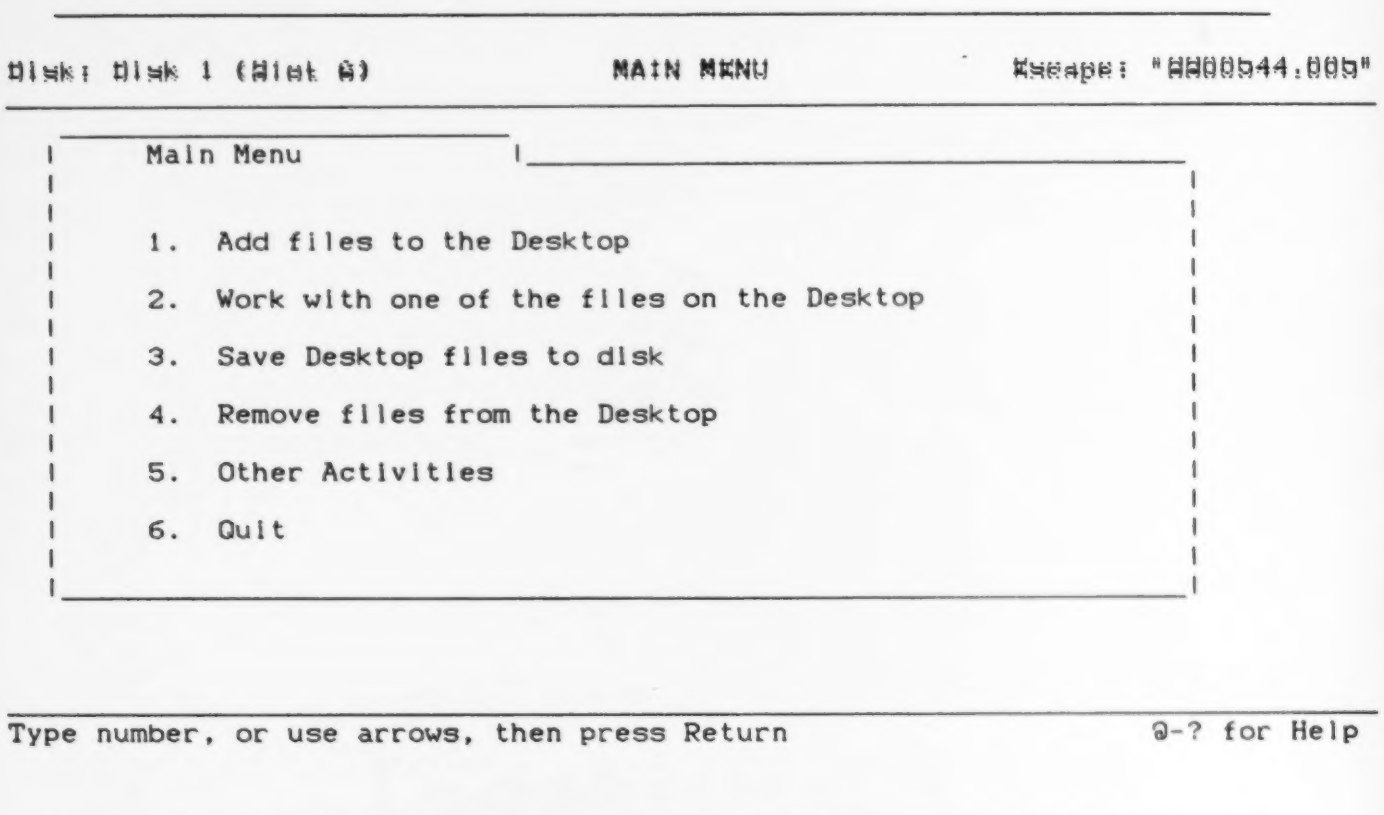
Disk: Disk 1 (Slot 6)
MAIN MENU
Escape: "AA0044.005"
Main Menu
1. Add files to the Desktop
2. Work with one of the files on the Desktop
3. Save Desktop files to disk
4. Remove files from the Desktop
5. Other Activities
6. Quit
Type number, or use arrows, then press Return
@-? for Help

Figure 6. The Monitor Screen Showing The AppleWorks Main Menu.

(2) Press the RETURN key once. The "Add Files" menu appears on the screen (see Figure 7).

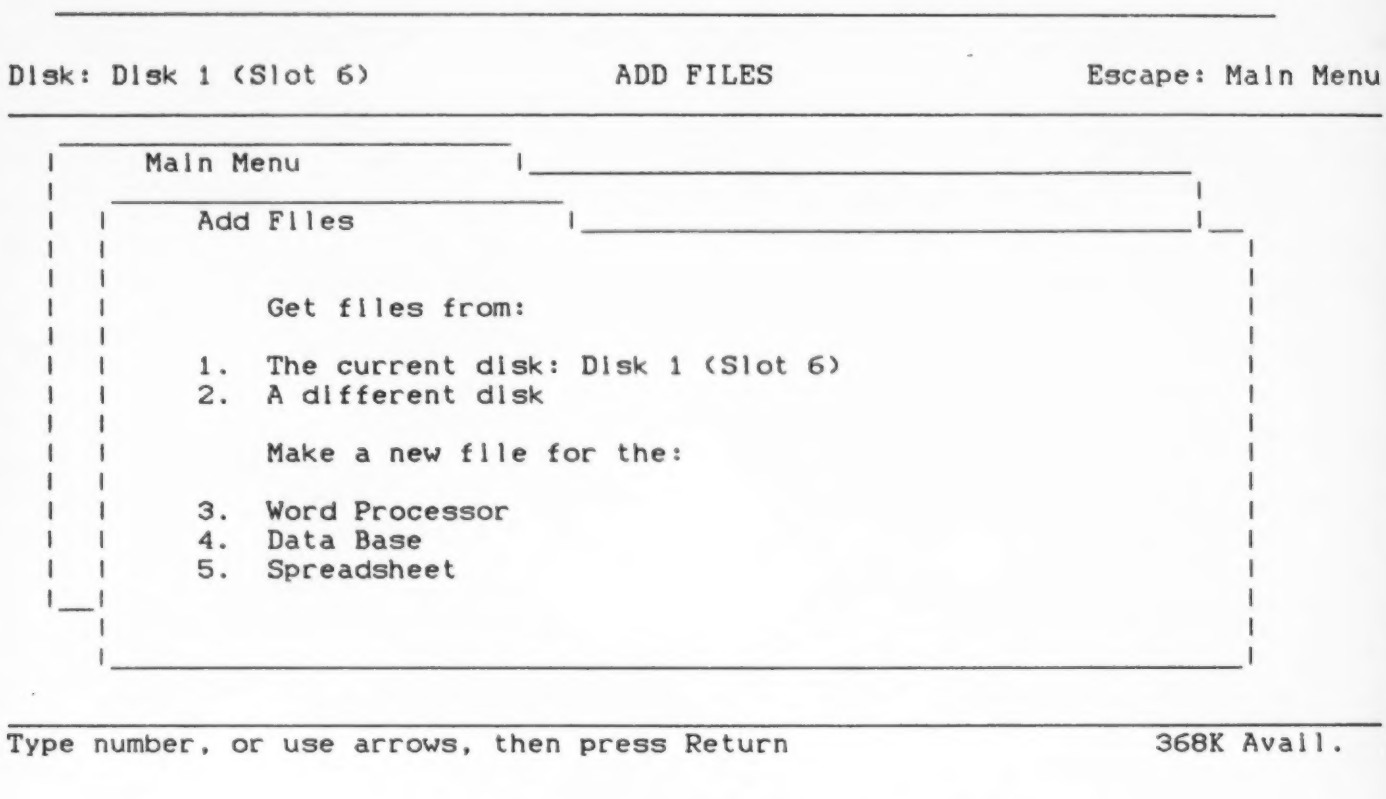

Figure 7. The Monitor Screen Showing The "Add Files" Menu

(3) Press the RETURN key once. Your disk catalog should appear on the screen (see Figure 8).

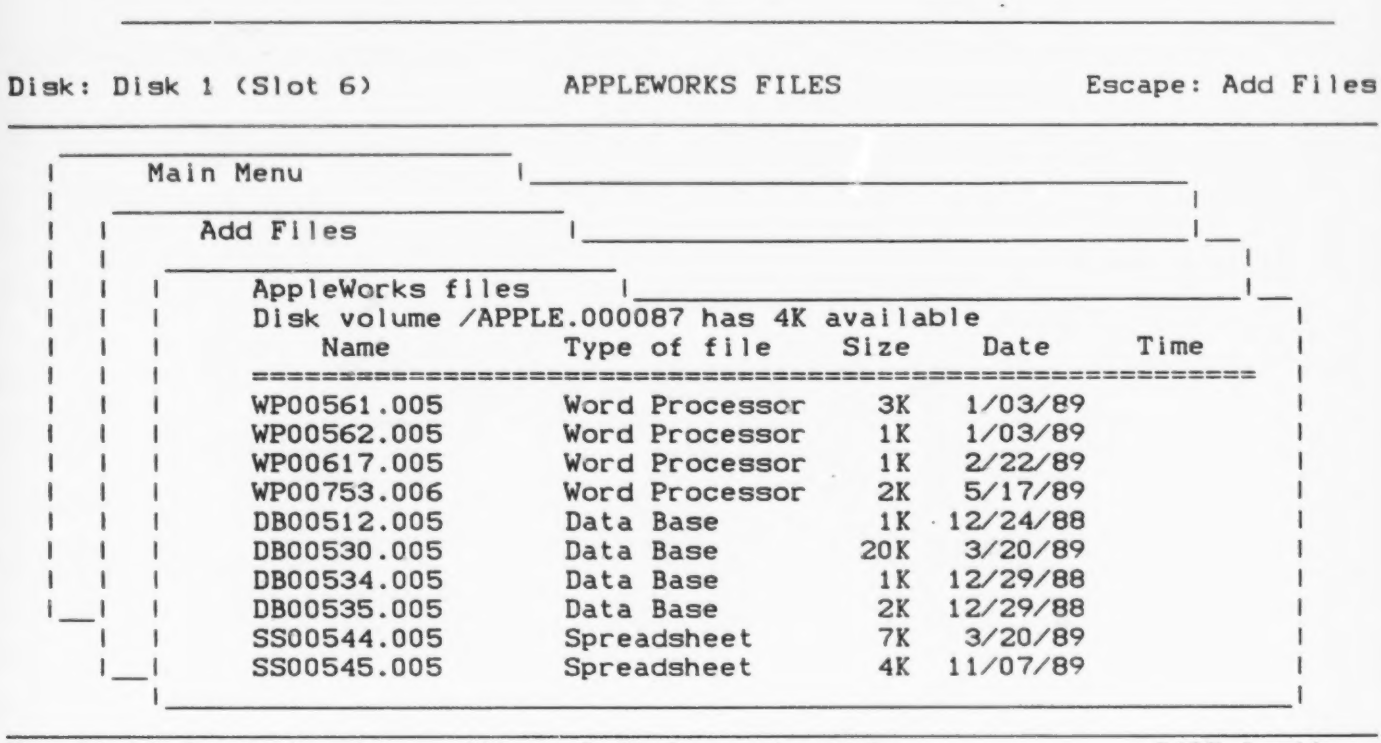
Disk: Disk 1 (Slot 6)
APPLEWORKS FILES
Escape: Add Files
Main Menu
Add Files
AppleWorks files
Disk volume /APPLE.000087 has 4K available
Name Type of file Size Date Time
WP00561.005 Word Processor 3K 1/03/89
WP00562.005 Word Processor 1K 1/03/89
WP00617.005 Word Processor 1K 2/22/89
WP00753.006 Word Processor 2K 5/17/89
DB00512.005 Data Base 1K 12/24/88
DB00530.005 Data Base 20K 3/20/89
DB00534.005 Data Base 1K 12/29/88
DB00535.005 Data Base 2K 12/29/88
SS00544.005 Spreadsheet 7K 3/20/89
SS00545.005 Spreadsheet 4K 11/07/89
Use Right Arrow to choose files, Left Arrow to undo
340K Avail.

Figure 8. The Monitor Screen Showing The Data Disk Catalog.

(4) Note, directly under the words, "AppleWorks Files," "Disk Volume/APPLE.000087" In this case, the disk title is APPLE.000087 and therefore must be used when naming the DIF file.

(5) Return to the spreadsheet file.

(a) Press the OPEN-APPLE and the "Q" keys at the same time (see Figure 9).

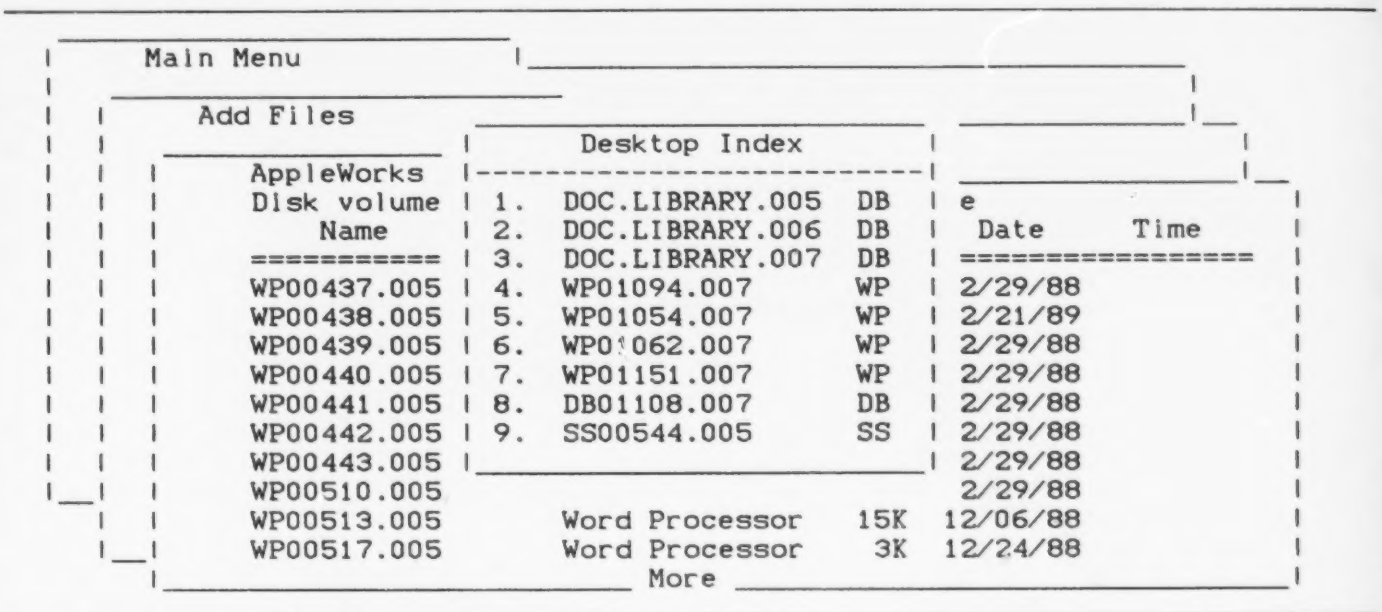

Figure 9. The Monitor Screen Showing The Quick Switch Option.

(b) Use the ARROW keys if necessary and highlight the spreadsheet file.

(c) Press the RETURN key once (see Figure 10).

```
File: SS00544.005              REVIEW/ADD/CHANGE              Escape: Main Menu
==============A=====================B=====================C==========
  1|                                TYPE OF EXPENSE          REEMBURSABLE
  2|        DATE/S          REASON FOR EXPENDITURE        AIR FARE
  3|88JUN02-88JUN18         USCG Trip to Marcus Isl             $314.00
  4|88JUN28-88AUG26         U. of CU Teachers Wkshp
  5|88JUN28
  6|88JUN29
  7|88JUN30
  8|88JUL02
  9|88JUL04
 10|88JUL05
 11|88JUL06
 12|88JUL08
 13|88JUL09
 14|88JUL10
 15|88JUL11
 16|88JUL12
 17|88JUL13
 18|88JUL14
--------------------------------------------------------------------------------
A1

Type entry or use @ commands                                    @-? for Help
```

Figure 10. The Monitor Screen After Returning To The Spreadsheet File.

(e) Return to the point in the process where you are supposed to type the pathname. If you don't remember how to do this, review the procedures above.

(6) Type the pathname as follows:

(a) /APPLE.000087/ for the name of the volume.

(b) /APPLE.000087/SS00544.005/ for the name of the new file (see Figure 11).

File: SS00544.005 PRINT Escape: Erase entry

While the disk is running
you can use these keys:

Escape	to stop printing and return to Review/Add/Change
Space Bar	to pause to continue printing

Pathname? /APPLE.000087/SS00544.005/ 368K Avail.

Figure 11. The Monitor Screen Showing The Pathname Typed.

(7) Press the RETURN key once (see Figure 12)

```
File: SS00544.005              REVIEW/ADD/CHANGE              Escape: Main Menu
==============A=======================B=======================C===========
  1|                                    TYPE OF EXPENSE          REEMBURSABLE
  2|         DATE/S          REASON FOR EXPENDITURE          AIR FARE
  3|88JUN02-88JUN18          USCG Trip to Marcus Isl                $314.00
  4|88JUN28-88AUG26          U. of CU Teachers Wkshp
  5|88JUN28
  6|88JUN29
  7|88JUN30
  8|88JUL02
  9|88JUL04
 10|88JUL05
 11|88JUL06
 12|88JUL08
 13|88JUL09
 14|88JUL10
 15|88JUL11
 16|88JUL12
 17|88JUL13
 18|88JUL14
--------------------------------------------------------------------------------
A1

Type entry or use / commands                                        /-? for Help
```

Figure 12. The Monitor Screen After Printing The Spreadsheet To A DIF File.

g. Press the ESC key once and return to the "Main Menu" (see Figure 13).

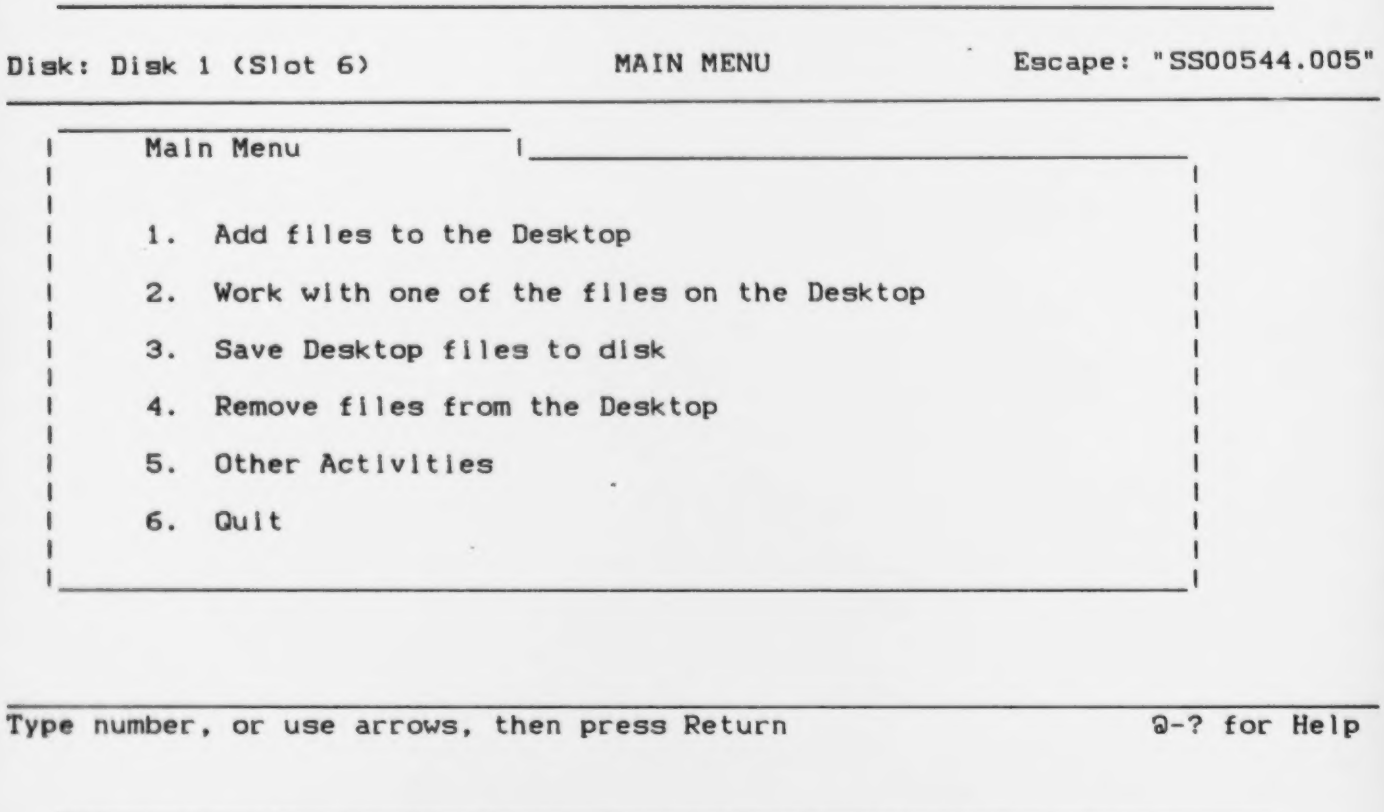
Disk: Disk 1 (Slot 6)
MAIN MENU
Escape: "SS00544.005"
Main Menu
1. Add files to the Desktop
2. Work with one of the files on the Desktop
3. Save Desktop files to disk
4. Remove files from the Desktop
5. Other Activities
6. Quit
Type number, or use arrows, then press Return
@-? for Help

Figure 13. The Monitor Screen Showing The AppleWorks Main Menu.

04. Using The DIF File To Form A New Data Base File.

a. Add files to the desktop.

(1) Press the RETURN key once (see Figure 14).

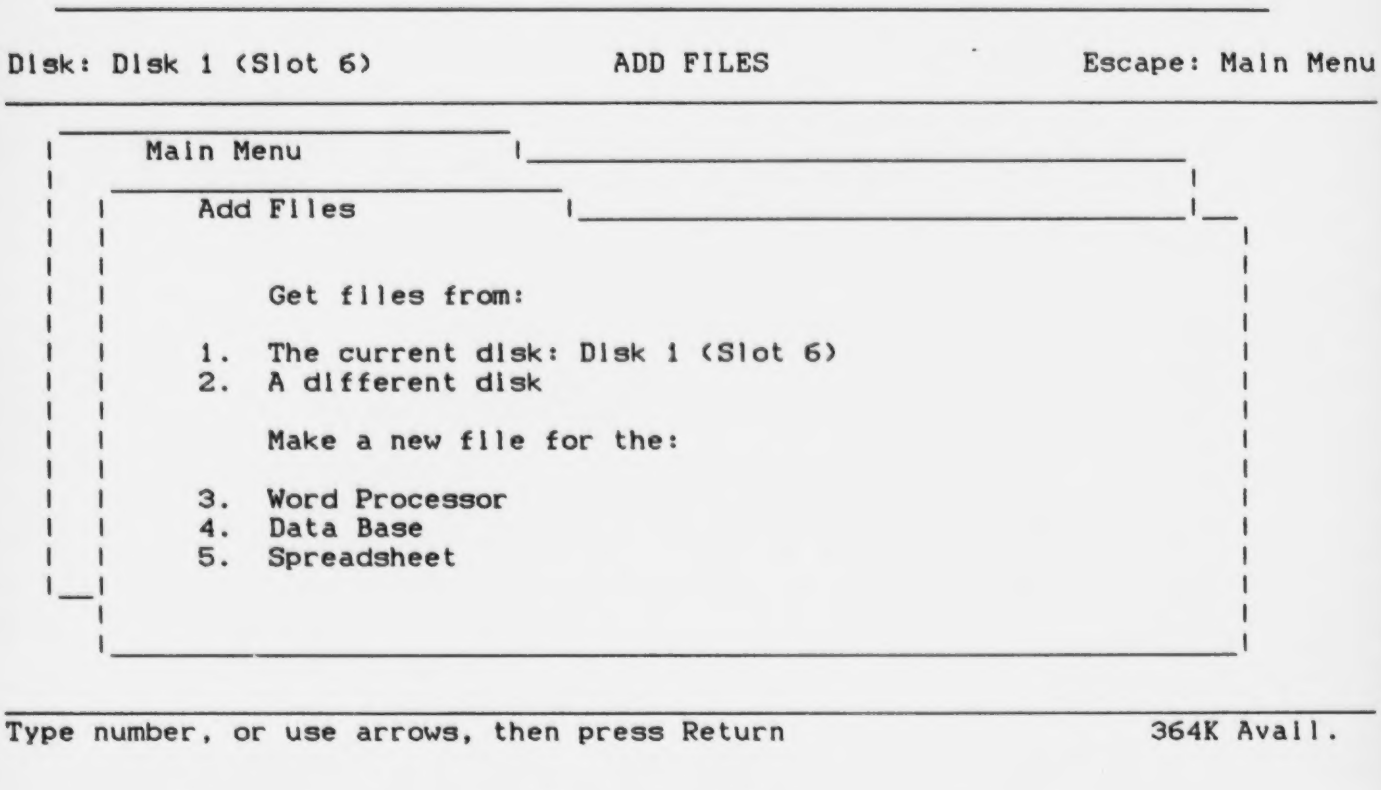

Figure 14. The Monitor Screen Showing The ADD Files Menu.

(2) Press the #4 key once.

(3) Press the RETURN key once (see Figure 15).

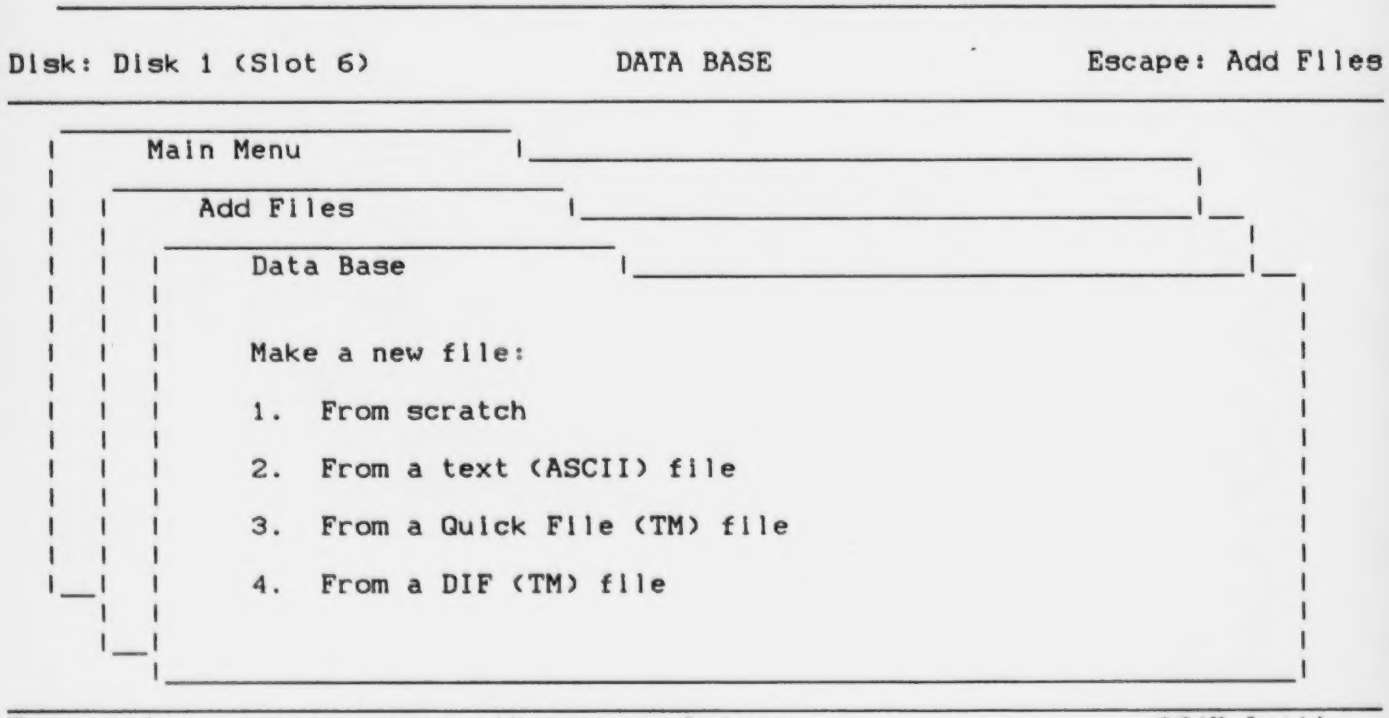
Disk: Disk 1 (Slot 6)
DATA BASE
Escape: Add Files
Main Menu
Add Files
Data Base
Make a new file:
1. From scratch
2. From a text (ASCII) file
3. From a Quick File (TM) file
4. From a DIF (TM) file
Type number, or use arrows, then press Return
364K Avail.

Figure 15. The Monitor Screen After Selecting The Data Base Option.

(4) Use the DOWN-ARROW key to highlight, "From a DIF (TM) file."

(5) Press the RETURN key once and compare the picture in Figure 16 with that seen on your monitor screen.

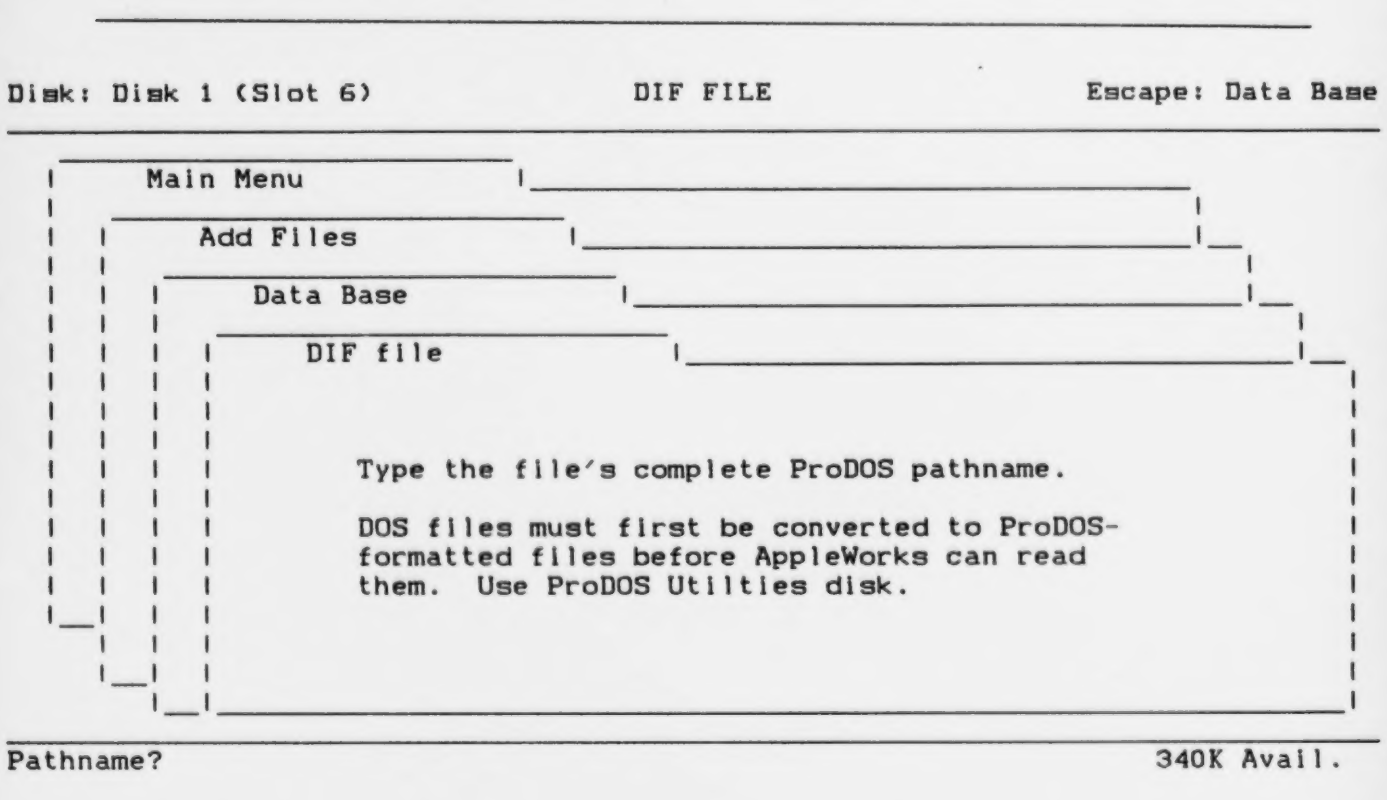
Disk: Disk 1 (Slot 6)
DIF FILE
Escape: Data Base
Main Menu
Add Files
Data Base
DIF file
Type the file's complete ProDOS pathname.
DOS files must first be converted to ProDOS-formatted files before AppleWorks can read them. Use ProDOS Utilties disk.
Pathname?
340K Avail.

Figure 16. The Monitor Screen After Selecting The DIF Option.

(6) Type the complete pathname of the spreadsheet file which is being converted to a data base file (/APPLE.000087.005/). Your monitor screen should appear similar to the example shown in Figure 17.

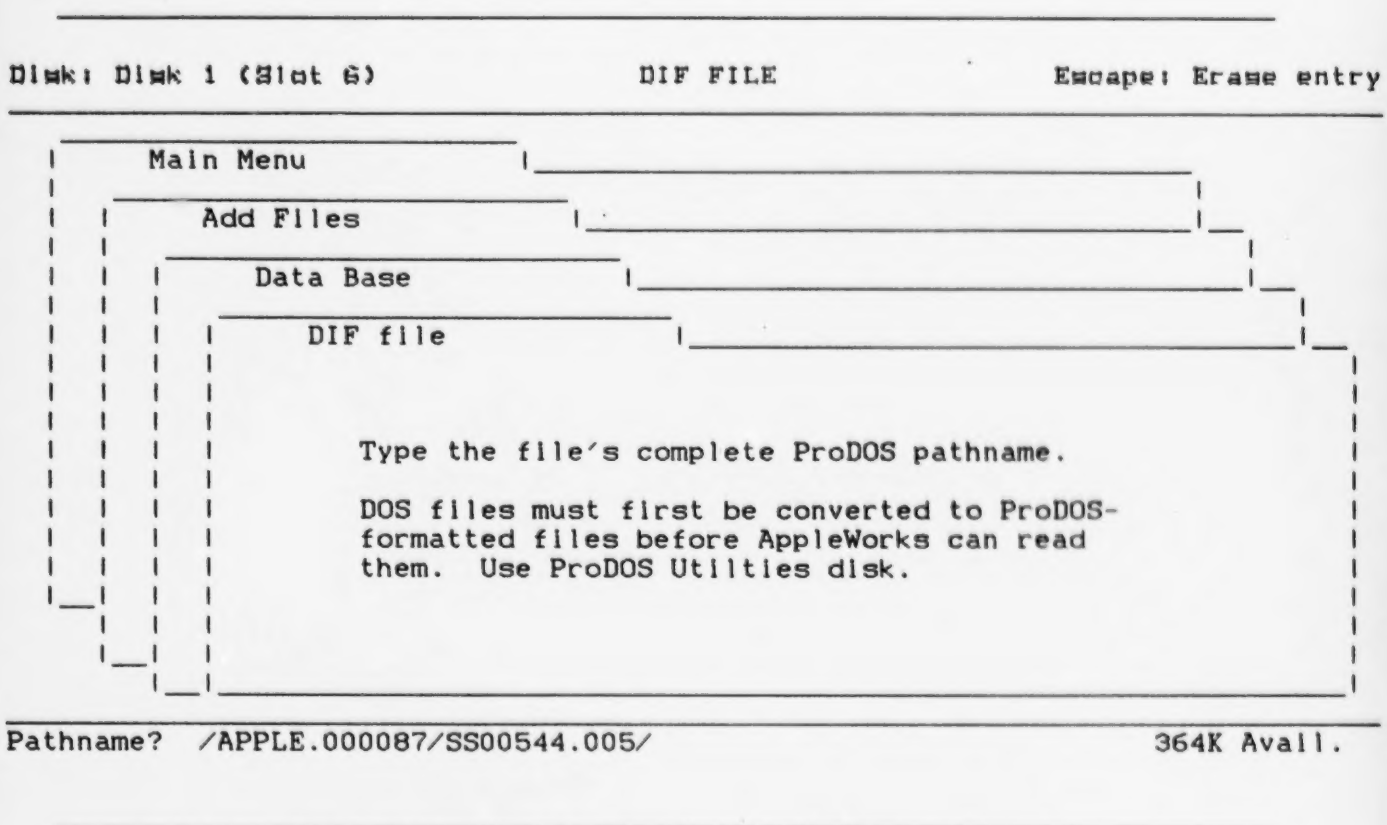
Disk: Disk 1 (Slot 6)
DIF FILE
Escape: Erase entry
Main Menu
Add Files
Data Base
DIF file
Type the file's complete ProDOS pathname.
DOS files must first be converted to ProDOS-formatted files before AppleWorks can read them. Use ProDOS Utilties disk.
Pathname? /APPLE.000087/SS00544.005/
364K Avail.

Figure 17. The Monitor Screen Showing The Pathname Typed.

(7) Press the RETURN key once (see Figure 18).

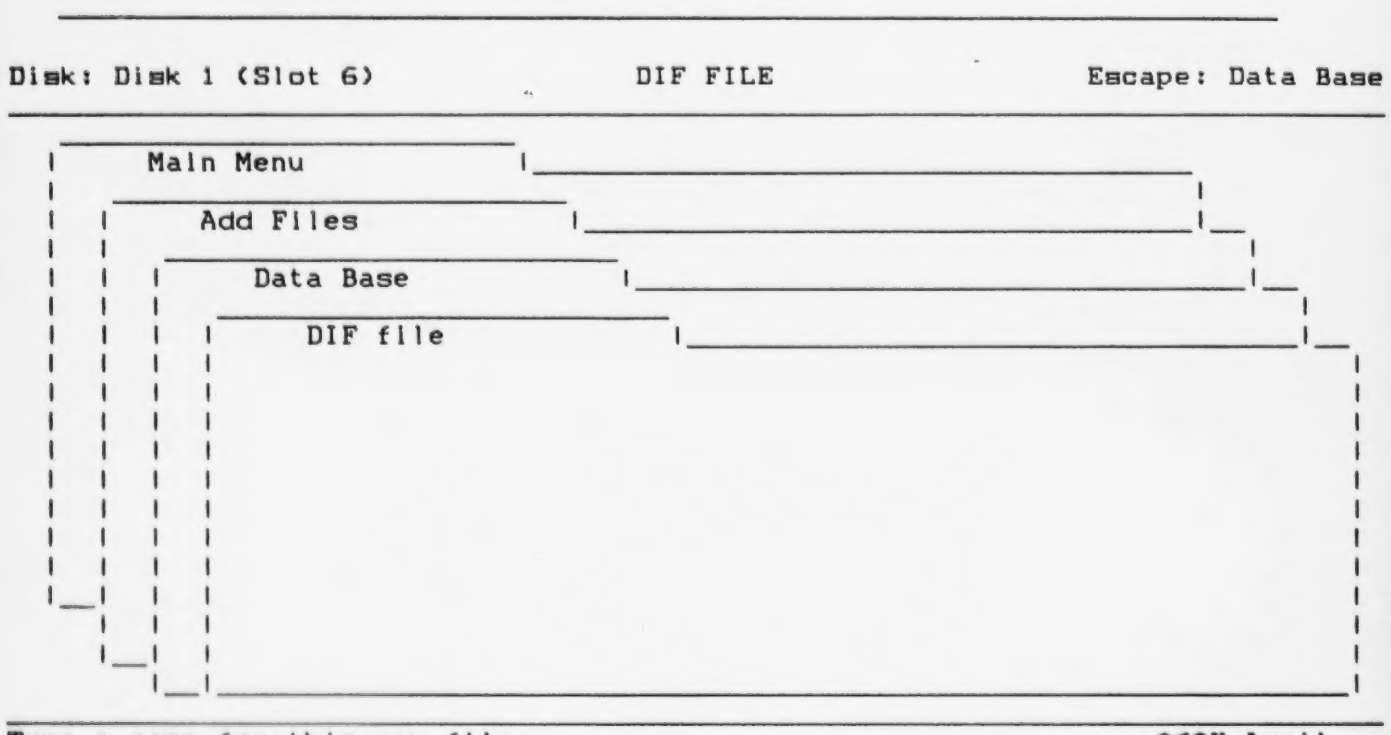

Figure 18. The Monitor Screen After Entering The Pathname.

(8) Type the name you want to use for your new file (see Figure 19).

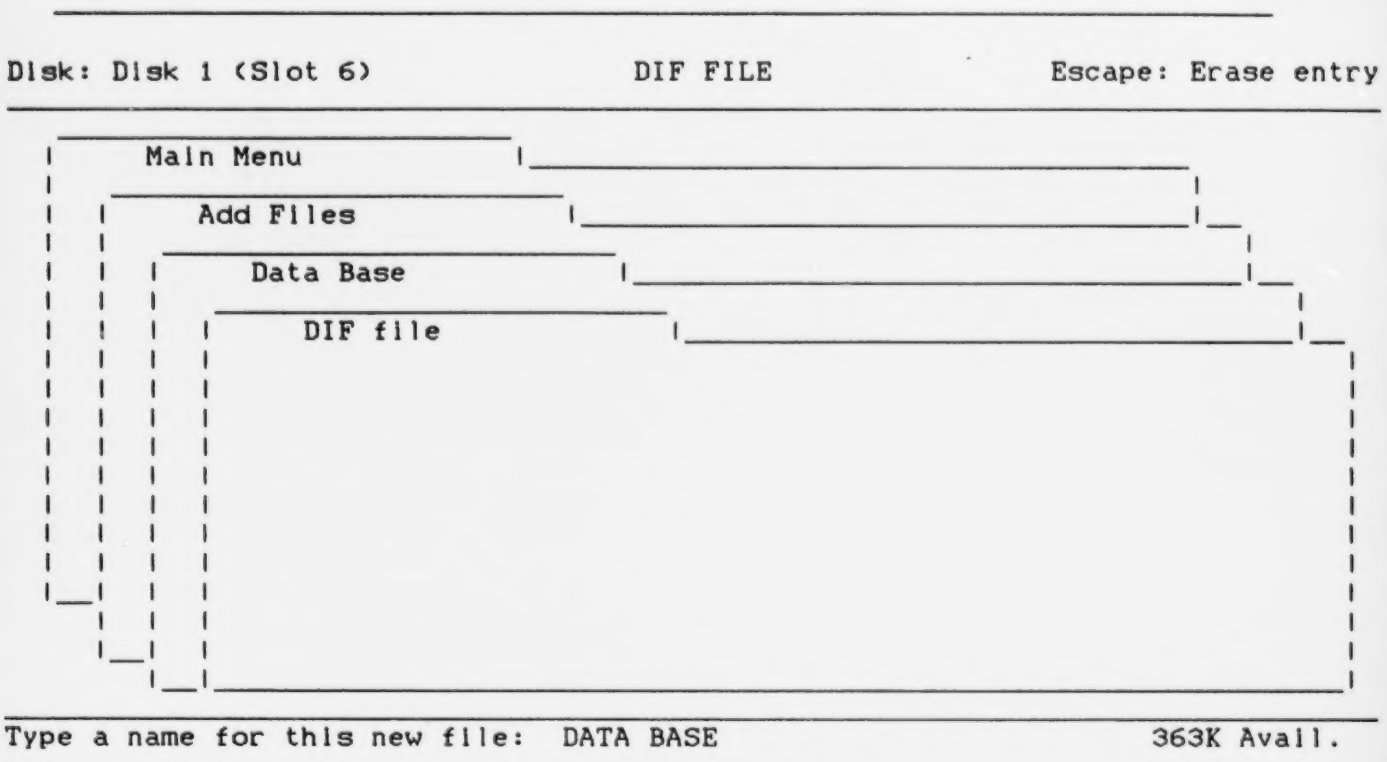

Figure 19. The Monitor Screen Showing The Name Of The New Data Base File.

(9) Press the RETURN key once (see Figure 20).

File: DATA BASE REVIEW/ADD/CHANGE Escape: Main Menu

Selection: All records

Category 1	Category 2	Category 3	Category 4	Category 5
-	DATE/S	88JUN02-88JUN18	88JUN28-88AUG26	88JUN28
TYPE OF EXPENSE	REASON FOR EXPE	USCG Trip to Ma	U. of CU Teache	-
REEMBURSABLE	AIR FARE	314	0	0
-	TRAVEL ADVANCE	0	0	0
-	TRAVEL CLAIM	0	0	0
-	TOTAL	314	0	0
NONREMBURSABLE	LODGING	16	0	0
-	FOOD	24.8	0	5.7
-	AIR FARE	0	0	174
-	MILEAGE @ $0.20	.46	0	0
-	TOLLS	-	-	-
-	BUS	-	-	-
-	TIPS	0	0	0
-	MISCELANIOUS	0	0	.75
-	TOTAL	41.26	0	180.45

Type entry or use @ commands @-? for Help

Figure 20. The Monitor Screen Showing The New Data Base File.

05. Additional Help.

a. Categories may be renamed and or deleted using the OPEN-APPLE-N function.

b. Consult the AppleWorks reference manual.

c. Use the OPEN-APPLE-? option.